



United States Department of State

Washington, D.C. 20520

June 18, 1984

MEMORANDUM TO ALL BUREAUS

SUBJECT: IG/SIG Memoranda Addressees

Executive Registry

84-2666

In preparing Hill-IG and Hill-SIG memoranda to other agencies, drafting officers should select addressees from the list below. On the attached format guidance, please note that OVP is given the courtesy of top position, followed by NSC.

OVP	- Mr. Donald P. Gregg
NSC	- Mr. Robert Kimmitt
ACDA	- Mr. William Staples
Agriculture	- Mr. Raymond Lett
AID	- Mr. Malcolm Butler
CEA	- Mr. William Niskanen
CIA	
Commerce	- Mrs. Helen Robbins
Customs	- Mr. William von Raab
Defense	- COL R. J. Affourtit
Energy	- Mr. William Vitale
EPA	- Mr. Fitzhugh Green
EXIM Bank	- Mr. William H. Draper, III
FBI	- Mr. Edward O'Malley
FCC	- Mr. Kalmann Schaefer
Federal Reserve	- Mr. Charles Siegman
GSA	- Mr. Ray Kline
HHS	- Miss Mary Frances Lowe
Interior	- Mr. Stephen Gleason
JCS	- CDR Timothy Hartung
Justice	- Mr. Ronald Blunt
Labor	- Mr. Robert Searby
NASA	- Mr. Kenneth Pedersen
NRC	- Mr. Samuel Chilk
NSA	
NSF	- Dr. Francis Johnson
OMB	- Mr. Alton Keel
OPD	- Mr. John Svahn
OSTP	- Dr. George Keyworth
Transportation	- Mr. Logan H. Sallada
Treasury	- Mr. Christopher Hicks
UNA	- Amb. Harvey Feldman
USIA	- Ms. Teresa Collins
USTR	- Mr. Dennis Whitfield

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The above list will be revised as the addressees change.

Edward W. Gnehm, Jr.
 Edward W. Gnehm, Jr.
 Director
 Secretariat Staff

Attachment: Sample Format



